Staff Privacy Policy

Purpose

The Open University Students Association (Charity) is committed to protecting the privacy and security of your personal information (‘personal data’).

For the purposes of Data Protection legislation, the Charity is the Data Controller. This means that we decide how to use your personal data and are responsible for looking after it in accordance with the General Data Protection Regulation (GDPR).

The Charity’s lead for Data Protection is the Deputy Chief Executive (Finance and Resources).

How we use your information

We process personal data relating to those we employ or engage to work at the Charity. This is for employment purposes, to assist in the running of the Charity, to enable individuals to be paid and/or claims for expenses to be processed.

This personal data may include the following:

- Personal details such as name, title, address, telephone number, email address, date of birth, National Insurance number;
- Next of kin and emergency contact information;
- Bank details;
- Salary, leave, pension and benefits information;
- Recruitment information including copies of right to work documentation, references and other information provided as part of the application process;
- Employment records (including job titles, work history, working hours, personal development and training records, health and safety information and professional memberships);
- Disciplinary and grievance information;
- Work related photographs.

We may also process the following “special categories” of more sensitive information:

- Information about your race or ethnicity, religious beliefs and sexual orientation for the purposes of equal opportunities monitoring, if you have chosen to share this information with us;
- Trade union membership if you have chosen to share this information with us;
- Information about your health, including any disability and/or medical condition, health and sickness records;
- Information about criminal convictions and offences, including proceedings or allegations if your role requires a DBS check in accordance with our Safeguarding Policy.
Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract;
- The processing is necessary for the performance of a legal obligation to which the Charity is subject, for example our legal duty to safeguard beneficiaries;
- The processing is necessary to protect the vital interests of others, i.e. to protect beneficiaries from harm;
- The processing is necessary for the performance of our charitable function which is a function in the public interest.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We may be required, by law, to pass on some of the personal data which we collect to relevant regulators where applicable.

We disclose details about you including national insurance number and absence information to our payroll provider (the Open University) to enable you to be paid.

We disclose details about you to our HR provider (RSM UK) for the purposes of HR management.

We disclose details about you including your photograph, name, position and nature of your contract to the Open University to enable you to access its site and buildings and to have access to its IT network and support and any other support offered to the OU Students Association to assist our work.

We may disclose details about you to other third parties to facilitate your travel and accommodation needs in performing your duties.

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Where you have decided to become part of a salary sacrifice scheme such as that for child care vouchers, we share your details with the provider (the Open University) to the extent necessary for them to provide the vouchers to you.

We share your details with your pension provider (USS via the Open University) in order to make sure that you pay the correct amount and maintain your entitlement to a pension. The pension scheme for staff is the Universities Superannuation Scheme (USS).

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract;
- The disclosure is necessary for the performance of a legal obligation to which the Charity is subject, for example our legal duty to safeguard beneficiaries;
- The disclosure is necessary to protect the vital interests of others, i.e. to protect beneficiaries from harm;
- The disclosure is necessary for the performance of our charitable function which is a function in the public interest.
How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our Records Retention Policy.

Your rights

You have the right to:

- Ask for access to your personal information;
- Ask for rectification of the information we hold about you;
- Ask for the erasure of information about you;
- Ask for our processing of your personal information to be restricted;
- receive your data in a form allowing you to transit it to another data controller (portability);
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Chief Executive.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection lead and if you are not happy with the outcome you may raise a complaint with the Information Commissioner’s Office.

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Amendments to this Privacy Policy

We may occasionally make modifications to this Privacy Policy (“Variations”) and, if the Variations are significant, we will endeavour to give you prior notification (including, for certain services, email notification of Privacy Policy Variations). Variations become effective immediately upon posting to the Site and by continuing to use the Site, you will be deemed to accept any such Variations.

We also keep prior versions of the Privacy Policy in an archive, which are available for you to review upon email request to us at oustudents-data-protection@open.ac.uk.